

VOCATIONAL REHABILITATION
TRAUMATIC BRAIN INJURY NEEDS AND RESOURCES ASSESSMENT
REQUEST FOR PROPOSALS

Vocational Rehabilitation (VR), in the Nebraska Department of Education, is requesting proposals for the design and implementation of a statewide Traumatic Brain Injury (TBI) Needs and Resources Assessment, to include the development of recommendations for closing service gaps and eliminating barriers to services and supports.

TBI is defined as an insult to the brain, not of a degenerative or congenital nature, but caused by an external physical force that may produce a diminished or altered state of consciousness, which results in an impairment of cognitive abilities or physical functioning. It can also result in the disturbance of behavioral or emotional functioning. These impairments may be either temporary or permanent and cause partial or total functional disability or psychosocial maladjustment

Current estimates state that at least 3.17 million Americans have a long-term or lifelong need for help to perform activities of daily living as a result of a TBI. These individuals and their families are often faced with challenges such as improper diagnosis, inability to access support or rehabilitation services, institutional segregation, unemployment, and additional challenges in navigating complicated and cumbersome service and support systems.

VR has received TBI Implementation Partnership Grant funds from the U.S. Department of Health and Human Services (HHS), Health Resources and Services Administration (HRSA), Maternal and Child Health Bureau (MCHB) to build a comprehensive, multidisciplinary, easily accessible system of care for individuals experiencing TBI, and to ensure awareness and training for partners in the system.

VR intends to contract with a qualified applicant to develop and implement a statewide Needs and Resources Assessment to identify the service needs of individuals with brain injury and their families and to describe existing services and supports, service gaps and system barriers in both the public and private sectors. The assessment will be used to guide development of the TBI State Plan, to inform and educate the general public, state agencies and service providers, to promote TBI-favorable policy and the development of appropriate services and supports to meet the needs of individuals with TBI that are comprehensive, coordinated, family and person-centered and culturally sensitive. A group that includes members of the Nebraska TBI Advisory Council and its task forces, other partners and stakeholders will be available to provide input and guidance in project implementation. The anticipated range of available funding is \$10,000 to \$24,000.

For copies of previous Needs and Resources Assessments and other background information please contact Keri Bennett, VR at keri.bennett@nebraska.gov or 308/865-5012.

Qualified Applicants

Any individual, company or organization with non-profit or for-profit status is qualified to submit a proposal. Those with previous experience in conducting a needs and resources assessment are encouraged to apply.

Project Requirements

A comprehensive Needs and Resources Assessment will:

- * Describe the population, including the estimated number of individuals with mild, moderate and severe TBI, annual incidence rates and demographic characteristics for this group.
- * Identify the particular service needs of individuals with TBI and their families, such as health, rehabilitative and therapeutic services, housing, employment and other supports.
- * Describe existing resources and programs and identify gaps in services for individuals with TBI in each of the six Behavioral Health regions of the state (for a map of Nebraska Behavioral Health Regions go to <http://www.hhs.state.ne.us/beh/nebhrgb.htm>).
- * Describe the current level of coordination and interaction between health, mental health, vocational rehabilitation, social services, developmental disabilities, education, and other key programs to meet the needs of individuals with TBI and their families.
- * Demonstrate how service needs resulting from TBI cross multiple systems of services and supports.
- * Describe current service funding mechanisms and estimate the costs of existing services and supports in the private and public sectors on an annual basis for individuals with TBI and their families.
- * Recommend strategies and potential funding sources for closing service gaps, enhancing coordination among public and private service providers, and reducing or eliminating barriers to services and supports.
- * Recommend a model for routine or on-going needs and resources assessment to include analysis of data from existing sources, such as the Nebraska Department of Public Health's TBI Registry and Statewide Trauma Data, the Hotline for Disability Services, state agency databases, and information from other organizations, such as the Brain Injury Association of Nebraska, Nebraska Advocacy Services, local TBI Support groups, etc.
- * Recommend strategies for the publication and dissemination of project findings.

Selection Criteria

Every proposal received by the deadline will be reviewed to ensure it has been prepared and submitted in accordance with specifications and that all required information is included. All applications must include the required information listed below in sequential order. The following criteria will be used to rate all proposals.

Required Information

Letter of Intent

The cover page should include information about the organization submitting the proposal, with an original signature of the person responsible signed in blue ink.

Review Points

5

Application	20
Personnel	
Qualifications of personnel are appropriate and staff time devoted to activities is adequate to complete project requirements.	
Research Approach and Implementation	40
Description of the proposed research approach to include both quantitative and qualitative data collection techniques, and the methods which will be used to include outreach to culturally diverse populations through alternative format materials, interpreters, accommodations, networks, alternative communication methods, etc. List any previous experience in conducting needs and resources assessments.	
Budget	25
Budget is appropriate and realistic to achieve the project requirements. Include clear and concise explanations for expenses for the full time period of the proposal. Include personnel salaries and wages, equipment, supplies, materials, travel and other expenses. The anticipated range of available funding is \$10,000 to \$24,000.	
Sustainability	30
Description of a proposed model for routine or on-going needs and resources assessment that is sustainable over time. Include estimated costs and funding sources for the proposed model. Proposals that describe on-going methods to evaluate progress in systems change and service development will score higher.	
Total = 120 points	

Submittal Instructions

An original copy of the proposal, along with all supporting documentation must be received by 5:00 pm on Monday, June 7, 2010. Please send to:

Keri Bennett, Program Director for ABI
Vocational Rehabilitation
315 W 60th Street, Ste 400
Kearney, NE 68845-1504

Schedule of Events

1. RFP release/Public notice: May 7, 2010
2. Proposal receipt deadline: June 7, 2010, 5:00 pm
3. Initial review/evaluation of proposals and notification: June 25, 2010
4. Contract award on or about August 13, 2010

Questions about the RFP or requests for technical assistance should be directed to:

Keri Bennett, Program Director for ABI, 308/865-5012 or keri.bennett@nebraska.gov